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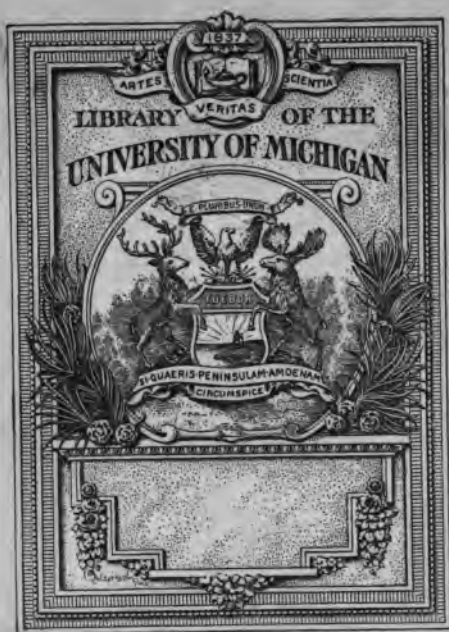
LIBRARY OF BUREAU

NOV 10 1904

Scheme of Library Service

Brooklyn Public Library





Scheme of Library Service

Brooklyn Public Library



Adopted September, 20, 1904

BROOKLYN, N. Y.
EAGLE BOOK PRINTING DEPARTMENT
1904



Reclassified 12-4-30 M.S. to Dr. Brooklyn Public Lib. 10-5-09 JF
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BROOKLYN PUBLIC LIBRARY.

SCHEME OF LIBRARY SERVICE.

The following scheme is adopted by the Corporation for its own use, as a summary of the general principles upon which it will conduct the Library service, and is subject to alteration from time to time as may be found expedient. The scheme does not impose any obligation upon the Corporation, and does not establish any contractual relation with its employees. The Corporation reserves to itself the right of initiative and review in all matters.

Except in case of specific written agreement to the contrary, all positions in the Library service will be held only during the pleasure of the Corporation, and subject to such conditions as the Corporation may from time to time prescribe.

ARTICLE I.

APPOINTMENTS, PROMOTIONS AND REMOVALS.

1. The Chief Librarian shall be appointed by the Corporation, upon the recommendation of the Executive Committee.
2. The Assistant Librarian, the Reference Librarian, the Superintendents of Departments, and the Branch Librarians shall be appointed by the Corporation, upon the recommendation of the Chief Librarian and of the Administration Committee.
3. All other appointments shall be made by the Executive Committee, upon the recommendation of the Chief Librarian and of the Administration Committee.
4. Promotions and increases of salary will be based upon educational and technical qualifications, faithfulness and efficiency, rather than upon mere length of service.

ARTICLE II.

NON-GRADED SERVICE.

1. The non-graded service of the Library includes the following positions:

Chief Librarian.

Assistant Librarian.

Reference Librarian.

Superintendents of Departments.

Branch Librarian at Montague.

Librarian's Secretary.

Clerical force, including stenographers, office boys, etc.

Miscellaneous employees, including janitors, cleaners, drivers, etc.

2. The following positions may be filled without formal examination:

Chief Librarian.

Assistant Librarian.

Reference Librarian.

Superintendents of Departments.

Branch Librarian at Montague.

Librarian's Secretary.

Clerks in Treasurer's Department.

3. Other employees in the non-graded service will be appointed only after an examination adapted to the position to be filled, which examination may be competitive or non-competitive, as the Chief Librarian may, with the approval of the Administration Committee, determine.

4. Clerks in the Treasurer's Department may be nominated by the Treasurer.

ARTICLE III.

GRADED SERVICE.

1. The graded service includes generally all Library employees for whom special training in library work is required, except such as are specifically included in the non-graded service.

2. Positions in the graded service are divided as follows:

- First Grade: Branch Librarians.
- Second Grade: Senior Assistants.
- Third Grade: Junior Assistants.
- Fourth Grade: Apprentices.

All positions in the Cataloguing and Children's Departments and such positions in the other departments as require special library training, are graded with reference to duties and salary in correspondence with the above.

3. Candidates for appointment or promotion in the graded service must qualify by passing a satisfactory grade examination appropriate to the position to be filled, and also by showing a satisfactory record of library experience.

4. Examinations in the graded service will be competitive, except as otherwise specially provided for.

5. Appointments in the graded service may be made upon special non-competitive examination in the following cases:

- (a) In case of a transfer from one department to another within the same grade.
- (b) In case, in the judgment of the Chief Librarian and of the Administration Committee, there is no one on the eligible list both available and suitable for the position in question.

6. For each grade above the fourth there will be an eligible list containing the names of such candidates as have qualified for that grade. Candidates will be placed upon the eligible list in the order in which they have qualified, and in the order of rank where two or more qualify at the same time. Other things being equal, preference in appointment will be given to candidates near the head of the eligible list, but an appointment may be made from any portion of the list whenever the interests of the Library are deemed to require it.

7. Apprentices who have satisfactorily completed the apprentice course will be placed upon the eligible list for the third grade without taking a separate grade examination.

8. A candidate on any eligible list who has declined an appointment when offered may, upon the recommendation of the Chief Librarian and approval of the Administration Committee be either dropped from the list, or placed at the foot thereof.

9. A candidate who has been upon an eligible list for nine months or more, and who has not during that period been engaged in library work, may be required, before receiving an appointment, to furnish further evidence of fitness.

ARTICLE IV.

EXAMINATIONS.

1. Examinations in the graded service for either entrance or promotion will, in general, cover both educational and technical tests. No technical test will be required for entrance to the apprentice class. No educational test will be required for applicants who have within five years passed satisfactory entrance examinations to the New York State, Drexel or Pratt Institute Library Schools, or such other Library Schools as in the judgment of the Chief Librarian and of the Administration Committee maintain an equally high standard.

2. A grade examination will be held whenever the eligible list for the grade is exhausted, and at such other times as the Chief Librarian may, with the approval of the Administration Committee, recommend. Grade examinations will be open to members of the Library service in the next lower grade, and also to such other persons not connected with the Library as may satisfy the Chief Librarian of their fitness. No person not already in the graded service shall be eligible for appointment until he or she has been engaged in library work elsewhere as follows: for the third grade, one year; for the second grade, ~~three~~ years; for the first grade, ~~four~~ years.

two

three

3. As far as practicable examinations will be written and the papers marked without knowledge of the candidate's identity.

4. One half of a candidate's final qualifying mark will be based upon the results of the examination. The remaining one half will be based upon the candidate's previous record. Candidates must obtain a mark of 75% in each half separately, in order to qualify.

5. All markings will be subject to revision by the Administration Committee.

6. The record mark of candidates will be based upon the reports made by those under whom they have worked.

7. A candidate who has failed to qualify in a grade examination will not be allowed to take another examination for the same grade and department or for any higher grade until at least one year has elapsed, unless upon the recommendation of the Chief Librarian and approval of the Administration Committee.

ARTICLE V.

APPRENTICES.

1. For the purpose of training candidates in the methods of the Library and preparing them for entrance to the third grade, one or more apprentice classes will be formed in each year.

2. Candidates for the apprentice class must be not less than eighteen nor more than thirty-five years of age, and must be in good physical condition. They must have had the equivalent of a High School education; and must possess personal qualifications satisfactory to the Chief Librarian and to the Administration Committee.

3. Candidates meeting the above requirements will be given a competitive entrance examination in literature and general information. Those who obtain a mark of 75% or more will be admitted to the apprentice class.

4. Apprentices will receive both theoretical and practical training in library work. About one month will be devoted to formal instruction and six months to practical work in the branches and departments of the Library.

5. During the apprentice course examinations will be held from time to time in the different branches of library economy. Apprentices who pass each of these examinations with an average of 75%, and whose practical work has proved satisfactory, will at the end of the course be placed upon the eligible list for the third grade.

6. Apprentices who fail to qualify for the third grade may, at the end of the course, be placed upon the substitute list; and in such case will be given an opportunity to qualify with the following apprentice class.

7. An apprentice who has failed in only one examination and whose practical work has been very satisfactory may, upon the recommendation of the Chief Librarian and approval of the Administration Committee, be placed upon the eligible list for the third grade; but if appointed to that grade shall not receive more than the minimum salary until he or she has successfully passed another examination in the branch in which the deficiency existed.

8. An apprentice may be dismissed at any time if in the judgment of the Chief Librarian his or her work is distinctly unsatisfactory.

9. An apprentice will receive no pay from the Library, the instruction and experience given being deemed an equivalent for the services rendered.

10. The Library does not guarantee to any apprentice a position in the Library service.

ARTICLE VI.

SUBSTITUTES.

1. Vacancies in the graded service caused by temporary absence will, as far as practicable, be filled by substitutes.

2. The substitute list will contain the names of:
 - (a) Such persons on the eligible list for any grade as are available for substituting.
 - (b) Apprentices who have failed to qualify for the third grade but are to be given a subsequent opportunity for qualifying.
3. Preference in appointment will be given to substitutes in class (a). Substitutes in class (b) will not be given any appointment which might involve their being left in charge of a branch.

ARTICLE VII.

SALARIES.

1. The salary of the Chief Librarian shall be fixed by the Corporation, upon the recommendation of the Executive Committee.
2. The salaries of the Assistant Librarian, the Reference Librarian, and the Superintendents of Departments shall be fixed by the Corporation, upon the recommendation of the Chief Librarian and of the Administration Committee.
3. All other salaries in the non-graded service shall be fixed by the Executive Committee, upon the recommendation of the Chief Librarian and of the Administration Committee.
4. Salaries in the graded service shall be as follows:
 - First Grade: \$840 to \$1,500 per annum.
 - Second Grade: \$660 to \$780 per annum.
 - Third Grade: \$480 to \$600 per annum.
 - Fourth Grade: No salary.
5. A person newly appointed to any grade shall receive, at first, the lowest salary for that grade; except that the Executive Committee, may, upon the recommendation of the Chief Librarian and of the Administration Committee, fix a higher salary whenever the special qualifications of the appointee or the responsibility of the service are deemed to warrant it.

6. A person who has served in any grade for one year, and whose work has been entirely satisfactory, may, upon the recommendation of the Chief Librarian and of the Administration Committee, be given an increase of salary of \$60 for the second year; and a like increase may be given under like conditions at the end of the second year of service in the same grade. But such increases of salary shall rest wholly in the discretion of the Executive Committee; and no salary shall be so increased beyond the limits fixed for the grade.

7. Increases of salary for satisfactory service shall date from the first day of the month next following the completion of the year of service. An absence within the year of more than two consecutive months shall postpone for a corresponding time the date when such increase will become effective.

8. Substitutes will be paid only for the time during which they are actually employed as such, and at the rate of \$1.50 per day or \$1.00 for a half day or less; except that substitutes who are on the eligible list for the second or first grades may be paid at the rate of the minimum salary for those grades respectively.

9. Leave of absence for more than fourteen days shall be granted only by the Executive Committee upon the recommendation of the Chief Librarian and of the Administration Committee.

ARTICLE VIII.

SCHEDULE OF POSITIONS.

NON-GRADED OR NON-COMPETITIVE SERVICE.

Chief Librarian.

Assistant Librarian.

Reference Librarian.

Superintendent of Department of Branches.

Superintendent of Cataloguing Department.